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8 December 1969

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : 25X1A9a
Recommendation for Promotion -

GS-6 to GS-7

25X1A9a

1. [REDACTED] transferred to Office of Research and Development from the office of COMMO in April 1968 as a GS-6, step 1. Her date of grade is 26 March 1967.

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2. Since her transfer to ORD, [REDACTED] was assigned to various divisions on a temporary basis, and in September 1968 was assigned to the Support Staff/ORD. Her present duties include backup for [REDACTED] for personnel work, and her primary responsibilities involve maintenance of requisition and contract logs, review and the routing of contract actions (blue books) and the maintenance of contract records. This latter assignment involves review of contracts, amendments, inspection and contractor reports in order to maintain accurate and up-to-date information concerning contracts. An important portion of the activity involves liaison with Logistics, Procurement Management Staff/ORD, Budget & Finance/ORD and the DD/S&T. In addition to the duties listed above, [REDACTED] is required to provide backup in the security and logistics sections of the Support Staff/ORD, other than the contract duties of the office. Her performance in her assigned duties has been consistently strong and requires little or no supervision.

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3. Since being assigned to the Support Staff/ORD, she has become quite familiar with the computer programs which are being developed for administrative use and has provided invaluable support in the maintenance of the computer records and in the final design of the system itself.

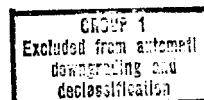
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4. [REDACTED] has consistently performed at a level somewhat above that of her present grade, and it is therefore strongly recommended that she be promoted from GS-6 to GS-7.

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[REDACTED]
Administrative Officer
Office of Research and Development

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OP
approved
1/11/70

SUBJECT: Recommendation for Promotion -
[REDACTED] 25X1A9a
GS-6 to GS-7

RECOMMEND APPROVAL:

181
Chairman, Special Panel/ORD

12/18/69
Date

APPROVAL:

25X1A9a
[REDACTED]
Director of Research and Development

22 DEC 1969
Date

Distribution:

Original & 1 - Addressee
1 - CSP/ORD
1 - AO/ORD

AO/ORD/DD/S&T: [REDACTED] dpc 2637 (8 December 1969)

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